

**LETTER FROM LGA REQUESTING REVIEW OF PROPOSAL  
PLACE ON LGA LETTERHEAD**

*Date*

LGA NAME  
ADDRESS

SUBJECT: PEF Selection  
*Local Government Agency, \_\_\_\_\_ County*  
Project *TIP* #; WBS Element: \_\_\_\_\_  
*Project Name*

Dear \_\_\_\_\_:

Paragraph 1: Scope of project; how LGA solicited; number of responses

Paragraph 2: Selection process, make-up of selection team, how proposals were reviewed, evaluated and scored.

Paragraph 3: Identification of firm selected, including subconsultants; rationale for choice.

Paragraph 4: Provide justification for proposed costs as submitted by consultant; i.e. LGA has reviewed and finds that costs are reasonable and commensurate with the scope of work.

Paragraph 5: Identify attachments, request NCDOT review.

Sincerely,

\_\_\_\_\_  
LGA